

# The Basics

## CLAY

All clay fired at the Edina Art Center **must be purchased** at the Edina Art Center.

Members receive a 10% discount off the price of clay and tools.

Take clay home *between* sessions or store in your rented locker.

## TOOLS

Tool kits and select tools available for sale upstairs.

Please provide your own tools, towel and studio apron.

## STORAGE

Students may store 1 bag of clay in a “cube” during class session. Lockers are available for rent to store additional supplies. Inquire & rent at the front desk. Please do not store bisque or glaze ware on class shelves.

## POTS IN PROGRESS

After finishing your clay work for the day, place it on a ware board. Do not use round bats for storage reserve these for throwing. Place your plastic covered work on the drying shelves designated for your class. Label your work with your name. Make a clear, identifying mark on your piece for identification after firing and move your clay work to the “Greenware Ready to be fired” shelves in the glazing room. Greenware will be bisque fired to cone (Δ) 06. If your work needs to be fired to any other temperature, talk to the Pottery Supervisor, Sandra Shaughnessy.

**Special firings will accrue additional costs of \$3.00 / lb.**

After the last class session students have 10 days to complete their work. Please use this time to trim and get work thru bisque & final glaze firing. DO NOT use this time to make new work.

## FIRING = \$2.00 PER POUND FOR ALL TYPES OF GLAZE FIRING

Fee slips are used for glaze-firings and special firings and once-firings fees—your work will not be fired without firing slips. There is no charge for the initial bisque unless that IS your final firing. You can purchase firing slips in denominations of 1 pound or ¼ pound from the front desk. (Put your name on your slips - these are like money!) Once you have retrieved your bisque pots from the bisque shelves and have glazed them, you should weigh them to the nearest ¼ lb. on the scale in the glaze room. Clean all excess glaze from the bottom of your piece and 1/4” up the side as well, more if you have multiple glazes or runny glazes. Next, cut out enough firing slips to cover the fee and put them in the pot. Move pot to the shelf designated for the glaze firing. (i.e. Raku, cone 10 gas or soda, cone 6 or 10 electric)

Pieces without slips or that have glaze on the bottom will be put on the “whoops” area with a note. Remember you must pay for your final firing. In addition, you need to pay for any additional firings, refiring, luster, multiple firings, etc. We cannot accept I.O.U.s. Please purchase firing fees at the front desk. Students age 15 and up must pay a firing fee.

## ½ CLASS REGISTRATIONS

Students who register for a ½ class session will be placed on a wait list and will be notified 24 hours before the class begins if they are on the class roster. Please register at the front desk. Please attend the classes **consecutively**, either the first or second ½ of the session and complete all class work and glazing 10 days after the last class attended. Beginning students must register for the first ½ of the session.

## ETIQUETTE IN THE STUDIO

With over 200 people using the clay studio each session PLEASE do not handle pots that are not your own.

If your pot gets broken or is not fired for a technical reason look for it on the “whoops” shelf. If you accidentally break or harm someone’s piece PLEASE leave a note of apology with your name and date.

Please eat food in the upper level tea room. No food or drink is allowed in the studios. When done working for the day, PLEASE clean up after yourself. Clean your wheel and pour the contents of your splash pan and bucket in a recycling barrel first...NOT the sink. Then wash in the white sink (which allows the clay to settle out instead of going down the drain). When glazing, rinse glazing tools in the bucket in the glaze sink first to avoid putting glaze down the drain. Be sure to clean up your work area when finished. When using the spray booth wipe down booth walls and thoroughly clean sprayer. Classrooms are scent-free areas.

## CLEANING

Please clean wheel, floor, chair and tabletop work areas when you are done for the day. Between class sessions, open studio will close for approx. 1 week of thorough cleaning by volunteers & staff. Please remove clay from cubbies, empty & wipe down class shelves. Please volunteer to help with studio cleaning to keep our environment healthy! To help keep dust to a minimum always use a wet sponge when cleaning.

Pottery left at the studio 6 weeks or longer after a class session ends will become the property of Edina Art Center.

Sanding of pottery must be done outside or under the fan in the spray booth. Wear a mask.

## OPEN STUDIO

**Pick up and drop off of pottery only during Glaze Room Open Studio or your class time.**

Open studio is available to members, age 15 and older, who are currently enrolled in a pottery class. Student members age 14 and younger need to attend open studio with an adult who is also currently a member and in a pottery class.

Students may use the studio whenever there is not a class in session. If a pottery class is in session the glaze room is NOT available for open studio.

Wheels and pottery facilities during open studio are on a first come/first serve basis.

If you need to use a left-handed or the accessible wheel it is acceptable to ask someone to switch with you for access if there are no other wheels available.

## KILN SHELF ACCIDENTS

If you consistently use too much glaze so that your piece runs on the shelf you will be charged a minimum of \$5 per offending piece. If the kiln shelf is damaged you will be charged a minimum of \$50 for the damage.

# SPRING SESSION 2016

Updated 4/6/16

## POTTERY OPEN STUDIO HOURS

You must be a member AND in a current pottery class to use Open Studio.  
Schedule subject to change without prior notice due to special events & class changes.

Day	Main Studio OPEN	Lower West OPEN	Glazing OPEN
MON	12:45–6:15 PM	9 AM - 4 PM 6:30 - 8 PM	12:45 - 6:15 PM
TUES	12:45–5:45 PM	9-11:45 AM	3:15 - 5:45 PM
WED	1:15–6:15 PM	9 AM – 12:45 PM 6:30 - 8 PM	4:15 - 6:15 PM
THUR	12:45-6:15 PM	9 AM - 8 PM	12:45-6:15 PM
FRI	12:45–4:45 PM	12:45 – 4:45 PM * 6:30 - 8:30 pm	12:45-4:45 PM
SAT	9 AM–12:15 PM	9 AM–3 PM Glazing & Main studio will close at 12:15 pm. * LL West will remain open until 3 pm.	9 AM–12:15 PM
SUN	NA	1 PM-3:45 PM * ONLY AVAILABLE April 10, 17, 21 May 1	1 PM-3:45 PM * ONLY AVAILABLE April 10, 17, 21

**\*Friday, Saturday & Sunday Enter & Exit pottery  
thru Main Pottery Studio ONLY!**

Please use ***Your Class Time*** and  
***Glazing Open Studio Time*** to pick  
up & drop off pottery.

# SPRING SESSION 2016



## Pottery Program

4701 West 64<sup>th</sup> St., Edina, MN 55435  
952-903-5780

Monday – Thursday 9 am – 8 pm  
Friday 9 am – 5 pm  
Saturday 9 am – 1 pm

[www.EdinaArtCenter.com](http://www.EdinaArtCenter.com)

